

Fix This Writing!

Tips



Four research-backed tips for writing choices that make you sound **more professional**. Trimming matters!

Tip

01

Remove Expletives

Simple Fix! Eliminating **There were** and **It is** at the front of sentences makes you “sound more professional.”

Tip

02

Remove Redundancies

Every Word Counts. Look closely for **redundant words**—even when they appear in different sentences or paragraphs—and cut them.

Tip

03

Remove Qualifiers

Another Easy Fix. Use adjectives (e.g., **some** or **sufficient**) only when their meaning is central to your message.

Tip

04

Remove Non-Requisites

Be Ruthless. Remove other phrases like clichés, which are **not required** to convey your meaning. Prune them.



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Credit: Ideogram v3

